

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION

**PART I - Items 1 through 12 to be completed by department head or personnel office.**

1. Agency Name KANSAS DEPARTMENT OF AGRICULTURE	9. Position No. K0217935	10. Budget Program Number 67130
2. Employee Name (leave blank if position vacant)	11. Present Class Title (if existing position) Environmental Scientist III	
3. Division Water Resources	12. Proposed Class Title	
4. Section Water Structures	For Use By Personnel Office	13. Allocation
5. Unit Floodplain		14. Effective Date
6. Location (address where employee works) City: TOPEKA County: SHAWNEE		15. By _____ Approved
7. (Circle appropriate time) <input type="checkbox"/> Full time <input type="checkbox"/> Permanent Inter. <input type="checkbox"/> Part time <input type="checkbox"/> Temporary 100%		16. Audit Date: _____ By: _____ Date: _____ By: _____
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM TO: 5:00 PM		17. Audit Date: _____ By: _____ Date: _____ By: _____

Agency Number: 046

Position Number: K0217935

**PART II - To be completed by department head, personnel office or supervisor of the position.**

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
Tom Morey	ES IV	K0210988

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Tom Morey	ES IV	K0210988

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Guidelines in the form of regulations, rules, or memorandums are provided. Periodic Supervision is generally exercised through staff-conference type discussion and progress reports.

Employee works under administrative direction—employee is free to plan, develop, and organize all phases of the work necessary for its completion within established procedures, methods, rules and regulations. Employee is often physically removed from their supervisor and subject to only periodic checks.

Work is of a diversified nature and usually involves multiple unrelated steps. Analytical thought is necessary for dealing with complex data and situations. Work is performed with a considerable amount of independent judgment.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:)

**What** is the action being done (use and action verb); to **whom or** what is the action directed (object of action); **why** is the action being done (be brief); how is the action being done (be brief). For each task state: Who reviews it? What is it reviewed for?

Number Each Task and Indicate Percent of Time	
	<p>This position serves as the mapping coordinator within the floodplain program, Division of Water Resources. Serves as the project manager for contractual flood hazard studies under the Cooperating Technical Partnership program with FEMA Region 7. Works extensively with ESRI GIS products including mapping projects, geodatabases and SDE services.</p>
50%	<p><b>CTP Program Management</b> Serves as project manager for contractual flood hazard studies under the Cooperating Technical Partners program (CTP). Assesses mapping needs for the State of Kansas. Is responsible for all activities related to floodplain mapping activities, including contract negotiations, writing scope of work and task orders, grant management, progress monitoring, grant report writing, and project compliance. Insures that all grant report requirements for which position is responsible are submitted to FEMA on a timely basis. Updates information in the Mapping Information Platform related to progress on mapping tasks under the CTP agreements. Work is reviewed periodically and at the conclusion of specific projects by supervisor to insure all requirements have been met and to evaluate better approaches to CTP projects.</p>
20%	<p><b>Mapping Outreach</b> Team members, including this position, serve as technical experts and consultants for the State and are primary contacts for floodplain related activities. Employee assists community officials and the general public by answering telephone and written queries. Applies understanding of GIS, hydrology and federal, state, and local requirements regarding floodplain management and floodplain maps to problems presented to employee by communities and the public. Work is reviewed periodically by supervisor to insure the quality of service is high and information provided is accurate.</p>
15%	<p><b>Mapping Technical Services</b> Develops and maintains ArcSDE services for the identification of a priority list of geographic locations for new or improved floodplain maps, the geographical representation of Flood Insurance Rate Map Letters of Map Change and other floodplain mapping activities. Work is reviewed periodically by supervisor to insure quality of service is maintained and all FEMA requirements under Cooperating Technical Partnership agreement are being met.</p>
10%	<p><b>Training</b> Assists in planning, organizing, and conducting training sessions for local floodplain administrators, other interested local officials, and interested public regarding floodplain management and participation in the National Flood Insurance Program. Participates in workshops as instructor or facilitator, as needed. Training is to disseminate information to participating communities and the public, and to provide minimum background necessary for local floodplain administrators to run successful programs. Training sessions are designed for small groups and are held around the State for the convenience of those attending. Work is reviewed periodically by supervisor to insure that training is effective and useful to participants.</p>
5%	<p>Other related duties as assigned.</p>

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.  
( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.  
( ) Plans, staffs, evaluates, and directs work of employees of a work unit.  
( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.
- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

**Title**

**Position Number**

**N/A**

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23. Which statement best describes the results of error in action or decision of this employee?  
( ) Minimal property damage, minor injury, minor disruption of the flow of work.  
(X) Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.  
( ) Major program failure, major property loss, or serious injury or incapacitation.  
( ) Loss of life, disruption of operations of a major agency.

Please give examples.

Consequences of actions or decisions at this level are significant. Grant funding and completion of major mapping projects could be jeopardized resulting in problems for state and local programs. Work is rarely reviewed. Errors may result in serious disruption in the operation of a major agency.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Contacts are made with the public, co-workers, government officials, agency and private sector representatives for the purpose of justifying, defending, negotiating, persuading, or planning to settle matters, maintain good will, gain cooperation or reach compromises when the information is controversial or the individuals or groups have strong differences or opinions or diverse view points. Extensive use of communication techniques and well developed communication skills are required. Contact with the public will occur weekly. Contact with co-workers will be daily. Contact with government officials, agency and private sector representatives will occur irregularly depending on the schedule of current and upcoming mapping projects.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

The work requires moderate physical exertion. The work environment involves moderate hazards, risks, or discomforts. Exposure to minor deviations from pleasant environment conditions is normal. Office hazards and/or discomforts are those usually associated with an office environment.

This position requires a fair amount of in state and out of state travel.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Personal Computer – Daily	Engineering Scale – Occasionally
Automobile – Frequently	Calculators – Daily
Fax machine – Occasionally	LCD Projector – Occasionally
Copies – Occasionally	Printer – Daily
GPS Equipment – Occasionally	ArcGIS Software – Daily

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**PART II - To be completed by department head, personnel office or supervisor of the position.**

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27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Please refer to the class specs for the Environmental Scientist III position.

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Education or Training – Special or Professional

Please refer to the class specs for the Environmental Scientist III position.

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Licenses, certificates and registrations

Driver's License

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Special knowledge, skills and abilities

Must be able to make effective use of a computer. Knowledge of ArcGIS software and products in water resource and environmental applications. Good written and verbal communication skills as well as the management and development of ArcSDE server applications are strongly preferred.

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Experience – Length in years and kind

Please refer to the class specs for the Environmental Scientist III position.

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**28. SPECIAL QUALIFICATIONS**

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Must be able to travel in-state and out of state including overnight travel. Must be able to demonstrate progressive work experience in GIS applications, including GIS map creation and geodatabase design and management.

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Signature of Employee

Date

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Signature of Personnel Official

Date

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Signature of Supervisor

Date

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Signature of Agency Head or  
Appointing Authority

Date